

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE CHAIR  
COMMUNITY AFFAIRS COMMITTEE**

**DATE:** May 25, 2004

**CALLED TO ORDER:** 5:00 p.m.

**ADJOURNED:** 5:33 p.m.

**ATTENDANCE**

**Attending Members**

Joanne Sanders, Chair  
Patrice Abduallah  
Rozelle Boyd  
Vernon Brown  
Virginia Cain  
Susie Day

**Absent Members**

Scott Schneider

PROPOSAL NO. 260, 2004 - approves an increase of \$6,040 in the 2004 Budget of the Marion County Cooperative Extension Service (County Grants Fund) for purposes of funding summer youth programs, funded by Indianapolis Foundation and Lilly Endowment, Inc.

"Do Pass"

Vote: 6-0

**2004 FIRST QUARTER BUDGET UPDATES**  
Marion County Cooperative Extension Service

## **COMMUNITY AFFAIRS COMMITTEE**

The Community Affairs Committee of the City-County Council met on Tuesday, May 25, 2004. Chair Joanne Sanders called the meeting to order at 5:00 p.m. with the following members present: Patrice Abdullah, Rozelle Boyd, Vernon Brown, Virginia Cain, and Susie Day. Absent was Scott Schneider.

PROPOSAL NO. 260, 2004 - approves an increase of \$6,040 in the 2004 Budget of the Marion County Cooperative Extension Service (County Grants Fund) for purposes of funding summer youth programs, funded by Indianapolis Foundation and Lilly Endowment, Inc.

Rick Chase, Interim Director, Marion County Cooperative Extension Service ("the Extension"), explained that these summer youth programs are part of summer camps throughout the city. The Extension provides the educational component of the program. Lessons on healthy foods, different skills, etc. are part of this curriculum. He said that this money will hire an intern to help teach these programs.

Chair Sanders asked how many camps the Extension is involved in. Mr. Chase responded that the Extension is working with four different camps. This number is increasing as requests continue to come in. Davida Hutson, Budget Manager, added that one of the most popular programs is "Now You're Cooking", where the Extension's registered dietician works with children showing them how to prepare nutritious snacks on their own.

Chair Sanders asked if these camps are predominantly day camps. Ms. Hutson replied in the affirmative.

Councillor Abdullah asked about the ages of the children and how many children the Extension works with. Mr. Chase responded that this varies with each of the camps. Freetown Village, for example, has approximately 60 children. Ms. Hutson noted that the Extension does not handle the enrollment for these camps, but typically the ages are about 6-12 years old.

Councillor Brown moved, seconded by Councillor Cain, to send Proposal No. 260, 2004 to the full Council with a "Do Pass" recommendation. This motion carried by a vote of 6-0.

### 2004 FIRST QUARTER BUDGET UPDATES Marion County Cooperative Extension Service

Mr. Chase distributed Exhibit A, which illustrates the 2004 budget summary, as well as 2004 contracts and grants. He explained this information in detail as shown.

Chair Sanders asked about Contractual Services. Mr. Chase explained that Contractual Services is a contract between Marion County and Purdue University and covers a portion of the cost of salaries and benefits for professional staff at the Extension.

Ms. Hutson added that this contract is approved by the Marion County Auditor's Office, as well as the Mayor's Office and Corporation Counsel (City Legal).

Mr. Chase referred to Exhibit B, which is a 2004 budget and staffing summary. It also summarizes major program impacts. He explained this in detail as shown.

Chair Sanders asked, historically, if there are any particular areas where the Extension has been under budget at the end of the year. Mr. Chase replied that one of the things he wishes to point out for the 2005 budget is that the Extension is under budget in Line 371 (Rent). Mr. Chase added that the Extension has taken from other lines and transferred into 371 to make up the difference. The only place he estimates that the Extension will have excess funds is the "frozen" support staff position. He explained that this money is unavailable for their use.

Chair Sanders said that although that some payments are historically specific to a certain time of the year, she sees that only a tenth of the budget has been spent. Mr. Chase responded that these payments are spent at different times. Ms. Hutson added that one significant payment is made to Purdue twice a year for the Contractual Services agreement. She said this was paid in the past month. She said that a majority of the Extension's spending takes place in the summer time, when it incurs a bulk of its expenses.

Chair Sanders asked if the Extension uses an encumbrance system. Ms. Hutson replied that typically it does not. Chair Sanders stated that there are many agencies that historically have not used an encumbrance system, and the Council (as well as the Auditor's Office) is really encouraging these agencies to do so. She pointed out that if the Extension had been using this system, the Purdue contract figure would be more realistic for the end of the first quarter.

Ms. Hutson responded that she and Dan Jones, Deputy Auditor, have briefly discussed this situation. She said that she has only used the encumbrance documents if she had an obligation that carried over into a new fiscal year. In her twelve to fifteen years at the Extension, the Extension has not been faced with the same financial picture that the County is facing now; however, she does recognize the usefulness of the encumbrance system.

Chair Sanders asked if, in the last year, the Extension has returned anything to the General Fund at the end of the year. Ms. Hutson stated that the Extension returned some Character 01 salary money. Mr. Jones added that last year the Extension returned 5% of their budget to County General, per instruction of the Council. It was primarily in Personal Services. After this 5% was adjusted, it was determined that the Extension returned approximately \$330.

Councillor Brown asked when the Extension's contract for rent expires. Ms. Hutson replied that it expires in 2012 and will reduce in year number eight of the contract. Councillor Brown asked where the Extension's offices are located. Ms. Hutson said that the offices are located at 71<sup>st</sup> Street and I-465, on the Northwest side of town (Intech Park). Councillor Brown asked who entered into this contract. Ms. Hutson answered that this is a County contract. Councillor Brown asked if all 34 employees are housed in these offices. Ms. Hutson said that 11 work from their homes. Councillor Brown noted how high the rent is and commented that this must be a very nice office. Ms. Hutson stated that the office also includes a classroom, a demonstration kitchen, a video conference area, and common space for an engagement office for Purdue (who has its own lease agreement through a partnership). Purdue also picks up some of the expenses for the enclave meeting rooms and reception area. Councillor Brown asked who hires the Extension's employees. Mr. Chase answered that both the County and Purdue hire employees. Staff that is employed under County salaries are obviously County-hired, while Contractual Services (sent to Purdue for professional staff) are hired by the University. Councillor Brown asked the demographics of the Extension staff, specifically race and gender. Ms. Hutson stated that most of the 34 employees are female (70%), and 30% of the employees are minority. She added that she would be glad to forward this demographic information to Councillor Brown.

Councillor Boyd noted that Mr. Chase indicated rent for the Extension was under-budgeted. He inquired for more information. Ms. Hutson summarized that for nearly 20 years the Extension's office was located on North Meridian Street. The rent continued to increase, and the Extension was hopeful of relocating to the City-County Building. This never materialized, and (after a feasibility study confirmed such), it was decided that the Extension was not in the best accommodations for the amount of money that was being paid. To accommodate changes and the rent cost, Ms. Hutson transferred money from other subobjects to cover the expense. Therefore, there was never a specific appropriation that matched the lease agreement.

Councillor Abdullah referred to the line items in Character 03, Line 390 (Other Services), and asked for a breakdown. Mr. Chase explained that this includes Contractual Services, the computer lease, payments to 4-H judges, and insurance for 4-H participants.

Councillor Abdullah referred to Line 312 (Conference & Travel), and asked how this is different from 2003 to 2004. Ms. Hutson explained that this is actually mileage and parking. In 2003, the former Extension director, Maryann Dickason, instituted an internal policy of limiting those that travel to a reimbursement of \$100 a month. This reduced the expenditure for mileage, and that money is one of the objects that helped offset the cost of the office rent. From 2003 to 2004 the cost flatlined because typically those that travel had expenditures in excess of \$100 a month. The rest must be written off on the individual's taxes.

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Ms. Hutson mentioned that the Extension is not on the City-County computer system. Because the office is located outside of the building, it does not have direct access to FAMIS directly or GroupWise mail. Mr. Jones stated that it is more expensive to have remote locations such as the Extension wired to the City-County computer system.

Councillor Abdullah asked where the Extension purchases its supplies. Ms. Hutson answered that it does its own outside purchasing. She said that approximately 22 years ago when the Extension was located in the City-County Building the Extension did go through City Purchasing. Now, the Extension does use Purchasing for items that are over \$75,000.

With no further business pending, and upon motion duly made, the Community Affairs Committee of the City-County Council was adjourned at 5:33 p.m.

Respectfully submitted,

Joanne Sanders, Chair  
Community Affairs Committee

JS/hfs